

**CUSTOMER SERVICE TRAINING SCHEDULE - July through September 2015**

Month	Date	Day	Start	End	Location	Room
July	1	Wednesday	8:00	12:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry
July	16	Thursday	1:00	5:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry
July	22	Wednesday	8:00	12:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry
July	30	Thursday	8:00	12:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry
Aug	12	Wednesday	8:00	12:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry
Aug	20	Thursday	8:00	12:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry
Aug	26	Wednesday	1:00	5:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry
Sept	2	Wednesday	8:00	12:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry
Sept	9	Wednesday	8:00	12:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry
Sept	16	Wednesday	8:00	12:00	Porterville Gov't Plaza South - 1055 W Henderson, Porterville	Orange/Tangerine
Sept	24	Thursday	1:00	5:00	Professional Development Center - 4031 W Noble, Visalia	Peach/Cherry

**HOW TO ENROLL:** Send an email from the **GroupWise** system by typing **Train\_reg** in the "To" field requesting enrollment. Or, email [Train\\_reg@co.tulare.ca.us](mailto:Train_reg@co.tulare.ca.us)

Please Write: "Customer Service" in the subject line. Include in the body of your message: Name, Job Title, Employee #, Department Location and phone number, in addition to the listing the dates and workshops desired.

(Participants who do not have e-mail access may call HR&D at 636-4909 and ask for Supervisory Academy registration.)

**WORKSHOPS MAY FILL UP QUICKLY:** When this occurs, employees are put on a waiting list, and will be notified if there is a cancellation.